Note to Supes and Department Heads ~~and Supes~~, on the purpose and conduct of the comp:

I feel that ~~Big guys~~, ~~in my opinion~~ the most important ~~and hardest working~~ members of WYBC are (1) Supes and (2) Department Heads. Your jobs ~~is the~~ in these two offices are the most vital, most demanding, and most rewarding functions in the station. Since you men will be personally dealing directly with ~~our~~ ~~guys~~ WYBC's ~~newly formed~~ 1965 heelers, and you will be training the Supes and department heads of the future.

Therefore, I would like for you to set the following two goals for yourselves and your heelers in this comp:

Supes: Aim at making your heelers into confident, conscientious, competent members like yourselves. In short, they must be ~~guys~~ members of the

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quality ~~required~~ ~~to~~ ~~by~~ demanded by the office of Daily Supervisor, They must ~~have~~ gain sufficient knowledge and ability ~~and~~ in every phase of programing, engineering and administration to be able to high quality ~~top notch~~ ~~class~~ high quality ~~good~~ tasteful broadcasting. Let your own understanding wisdom and personality influence the heelers. ~~leads over onto the heelers and influence them~~.

Department Heads: You men are specialists in your field; your heelers should be likewise. ~~Train~~ Train them and evaluate them on ~~one~~ the ~~prime~~ basis of whether or not they would be good department heads;

General Notes on Shift Day Procedure

(1) This years comp will include a significant project or series of projects from each day. Since these projects comprise the wals of many healers and supervisors and healers, they are ~~expected~~ to be of high quality and great magnitude. If they require expenses, use your business healers to sell trade ads (or see me); if they require equipment, use your techies. See me for suggestions, and start formulating your own ideas.

(2) Since keep your paper work down to a minimum, I am going to revise our reporting procedure. Beginning with the second weeks, I will give you a brief suggested form to fill out, supplemented by your own ~~th~~ salient comments ~~of~~ ~~tok~~ on what you consider

to be the most important aspect of the healers personality, performance, or improvement on the day.

(3) Strive for individual teaching whenever possible. Try to get two or three healers at a time work on and practice engineering in the ~~or~~ control room (rather than the whole group) Try to arrange a time and instructor for this purpose every week.